

Subject: Gateway to L.A. Documents

From: Eugene Van Cise

Date: 10/26/2015 11:43 AM

To: "lhughes@gatewaytola.org" <lhughes@gatewaytola.org>

Laurie,

I need the following items which were requested but not returned with your contract:

1. Proof of non-profit status (IRS or State tax exemption letter)
2. Copy of the Articles of Incorporation for Gateway to L.A., Inc.
3. Copy of the Bylaws for Gateway to L.A., Inc.
4. Business Tax Registration Certificate (BTRC) or exemption letter from the Los Angeles City Office of Finance

You may email these items to me.

Eugene Van Cise
Management Analyst II
Office of the City Clerk
213-978-1315